

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Northern Neck / Middle Peninsula  
 Period: 31 August 02 - 27 September 02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
<b>Active Tasks</b>					
PSAP / CPE Assessment	Region	40%	292	63	All PSAP initial surveys performed. See PSAP Status Reports provided.
LEC / WSP Contact & Coordination	Region	35%	62.25	32.75	Initiated scheduling for wireless carrier testing; coordinating with PSAPs.
Phase 1 Request Letters	Region	20%	38.5	15.75	Templates provided to all PSAPs; request letters sent for 4 of 11 PSAPs.
Cost Recovery Submission	Region	20%	42	42	Assisted with preparation of FY03 & FY04 requests.
Review Service Agreements & NDA	Region	10%	11	11	Coordinating release of coverage info from carrier where PSAP would not sign NDA.
Trunk Sizing & Ordering	Region	20%	72		
PSAP Strategic Planning / Stakeholder Coordination	Region	12%	48.25	11.25	PSAP Status reports (provided); plan drafts in-progress for review with PSAPs.
Cell Sector Routing	Region	5%	14	14	Reviewed carrier data with 3 PSAP.
Wireless Trunks / CPE Installation Oversight	Region	1%	2	2	Follow-up contacts to check status of trunk installs.
Coordinate Phase 1 Service Implementation	Region				
Project Status Reports to PSAPs	Region	20%	61.5	53.5	Regional Coordination Meeting held; minutes attached. See PSAP Status Reports provided.
Project Status Reports to Wireless Board	Region	25%	97.25	6	Monthly reports submitted.
Coordinate Phase 1 Call Processing Training	Region				
Coordinate Phase 1 Testing / Cutover	Region				

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True-Up Preparation Assistance	Region	40%	89.25	29.75	Assisted with the preparation of regional PSAP submissions; all PSAPs submitted.
			830	281	
<b>Completed Tasks</b>					
			0	0	

<b>Issues of Importance</b>		
<b>Issue</b>	<b>Actions Proposed to Resolve Issue</b>	<b>Comments</b>
Wireless carriers, and third party representatives, refusing to provide coverage maps.	Notified State; both State and LRK continuing to discuss with vendors	Working with PSAPs to resolve NDAs.

**NORTHERN NECK / MIDDLE PENINSULA  
REGION  
L. ROBERT KIMBALL & ASSOCIATES  
SEPTEMBER 2002 MONTHLY ACTIVITY REPORT**

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**Comments For Specific Activities**

**1 PSAP / CPE Assessments**

- Updated site assessments in database
- Worked with PSAPs & vendors to ensure that CPE was ready for Phase I information; follow up where deficiencies identified
  - Richmond County Comdial CPE requires replacement
  - Mathews County evaluating CPE; developing specifications
- Created Status Reports for each PSAP from the database, and
- Initiated the process of reviewing the Status Reports with each PSAP. This database will be continuously updated as new information, until Phase 2 implementation is completed.

**2 LEC/WSP Contact & Coordination**

- Contacted LEC and WSPs for Westmoreland County to ensure that they were aware of status of the PSAP on Phase I implementation; scheduled Phase 1 carrier testing for Cingular in Westmoreland.
- Began process to coordinate Phase I carrier testing between Northumberland County and Lancaster County PSAPs and the WSPs
- Worked with PSAPs to standardize carrier testing criteria to ensure consistency in region/state

**3 Phase 1 Request Letters**

- Prepared and distributed Phase 1 request letter templates to all PSAPs
- Requested all PSAPs to print, on their letterhead, request letters to all WSPs in order to have WSPs affirm where they do / do not have service
- Received and distributed the request letters for 4 of the 11 PSAPs
- Following up with the remaining PSAPs

**4 Cost Recovery Submission**

- Worked with PSAPs to research, prepare, and submit FY03 and FY04 Funding Requests.
- Followed up to ensure that all FY04 Funding Requests were submitted.

**5 Review Service Agreements & NDA**

- Contacted WSPs to coordinate release of coverage information
- Liaison between Gloucester County and Alltel, where County declined to sign NDA, to resolve impasse; County need only respond in writing that they refuse to sign NDA
- Continuing to follow up to get required information

**6 Trunk Sizing & Ordering**

- No effort recorded to this task this month
- From previous reviews it was determined that wireless trunks to be ordered per LEC recommendations (4 wireless trunks per PSAP)
- 3 of 11 PSAPs have trunks installed; a 4<sup>th</sup> has trunks on order  
(Note: Estimated 20% complete may be conservative, but represents percent of effort anticipated to have all trunks ordered for all PSAPs. Since 7 of 11 PSAPs remain, anticipate bulk of the effort yet remains, to be covered under this task and task 9 below.)
- Ongoing efforts to be focused on follow-ups to get trunks ordered and installed

**7 PSAP Planning / Stakeholder Coordination**

- Worked with PSAPs to consolidate and confirm data in resource database to determine PSAP status / readiness for Phase 1
- Worked with each PSAP on initial development of Phase I final deployment plan
- Developed draft plan for Westmoreland County as an initial example.

**8 Cell Sector Routing**

- Worked with PSAPs to confirm call-routing, cell site locations, and relay confirmation to WSPs and their third-party contractors
- Combining information from all WSPs / all counties into the common database to facilitate coordination

**9 Trunks / CPE Installation Oversight**

- Follow up contacts to check status of orders in Middlesex, Gloucester Counties

**10 Coordinate Phase 1 Service Implementation**

- No effort recorded to this task

**11 Project Status Reports to PSAPs**

- Updated data, prepared and distributed individual assessment/status reports for each PSAP
- Posted information on "Buzz-Saw" web-site for all PSAPs
- Coordinated and conducted monthly regional status meeting
- Prepared and distributed minutes (copy provided)
- Provided manual call count tally sheet in response to PSAP (Middlesex) request

**12 Project Status Reports to Wireless Board**

- Collected information and prepared monthly status report for Board

**13 Coordinate Phase 1 Call Processing Training**

- No effort recorded to this task

**14 Coordinate Phase 1 Testing / Cutover**

- No effort recorded to this task

**15 True-Up Preparation Assistance**

- Worked with all 11 PSAPs to research and prepare FY02 True-Ups
- Followed up to ensure that all FY02 True-Ups were submitted to the Board

